

Press Conference Media Coverage Request

Date: [Insert Date]

To: [Media Outlet Name]

Attention: [Media Contact Name]

Dear [Media Contact Name],

We are pleased to announce that [Organization Name] will be hosting a press conference on [Date] at [Time]. The event will take place at [Location]. The purpose of this press conference is to [briefly explain the purpose or agenda].

We would like to formally invite [Media Outlet Name] to cover this event. There will be opportunities for interviews with [notable attendees/speakers], as well as a Q&A session following the presentations.

Please RSVP by [RSVP Date] to confirm your attendance and any specific requests you may have regarding coverage.

Thank you for your consideration. We look forward to welcoming you at the press conference.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]